

AGENDA

NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) NEVADA AVIATION TECHNICAL ADVISORY COMMITTEE (NATAC)

MEETING DATE

TUESDAY NOVEMBER 10, 2015

10:30 a.m.

Physical Meeting Location
NDOT Hot Springs Training Facility
1301 Old Hot Springs, Room 108
Carson City, Nevada

Video Conference Site #1
NDOT District II
Main Conference Room
310 Galletti Way
Sparks, Nevada

Video Conference Site #2
NDOT
Conference Room
805 Erie Main
Tonopah, Nevada

NDOT/RTC #3
Conference Room #127
600 S. Grand Central Parkway
Las Vegas, Nevada

NOTIFICATION. The NATAC reserves the right to take items out of order, combine two or more agenda items for consideration, may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

1. **Call to order and determination of quorum for the NATAC meeting.**
2. **(For Possible Action) Reestablish the NATAC and regular meetings.** The NATAC has not held regular meetings since 2012 however the need to reestablish the group is required in order to provide guidance to NDOT Aviation Section. As in the past, NATAC will consist of the following voting members; Nevada Airports Association (NVAA), Aircraft Owners & Pilots Association (AOPA), Nevada Business Aviation Association (NVBAA) and additional aviation organizations as deemed appropriate. Non-Voting members include: Governor's Office of Economic Development (GOED), Nevada Commission on Tourism (NCOT), Nevada League of Cities & Municipalities (NLC&M), the Nevada Association of Counties (NACO), the Federal Aviation Administration (FAA), and additional member organizations as deemed appropriate. The NATAC could meet two to four times per year as needed.

3. **(For Possible Action) Review, discuss, and vote to recommend approval of the NATAC By-Laws to the Department.** Copies of the By-Laws will be provided at the meeting. A working group of NATAC members may be formed to review the By-Laws and recommend updates or amendments as needed.
4. **(For Possible Action) Appoint, Elect, and Confirm NATAC Chairperson and Vice Chairperson.** Since the NATAC has not met for 2 years, previous officers' and committee members' positions must be reestablished. Once the Committee members have been reestablished we will discuss, nominate, and hold an election for Chairperson and Vice Chairperson.
5. **(For Possible Action) Vote on the Combination of funds and accounts within the State established for the benefit of aviation.** The newly established "Fund for Aviation" has a balance of \$100,000 as of August 25, 2015. The previously established "Aviation Trust Fund" presently holds funds derived from the License Plate Program in the amount of \$27,709.51 as of August 25, 2015. The Committee intends to vote to combine the License Plate Program fund with the Fund for Aviation. The combined funds of approximately \$128,000.00 would provide the NDOT Aviation Section with matching funds for a grant program. The purpose of combining the separated funds would be to simplify the NDOT matching grant awards and computations.
6. **(For Possible Action) Vote to approve the Department's Draft Fund for Aviation Policy and Procedures Manual.** Department has determined that a new Fund for Aviation Policy and Procedures Manual is necessary in order to specify how it intends to carry this out future grant matching program. The Nevada Department of Transportation (the Department) will determine the priority for individual airport project expenditures by considering the potential safety enhancement, economic benefits, and community needs, including, but will not be limited to, the purpose, costs, benefits, and effects of the project. The Nevada Revised Statutes (NRS) 494.048 requires that the Nevada Department of Transportation carry out the expenditures of money from the Fund for Aviation. This NRS further provides that the Department will consult with NATAC and Airports for recommendations on establishing priorities for use of the grant matching funds.
7. **(For possible action) Vote to approve the Fund for Aviation Draft Aviation Grant Policy and Procedures Manual, Application, Application Process, and Qualification Criteria.** Select and vote to approve an Annual Limit for grant matching funds, per airport project, for those airports that have FAA AIP approved grants and apply to NDOT for Fund for Aviation matching grant funds. Discuss and approve a matching grant award system or a computational method for airport projects that have obtained FAA AIP grant matching funds. Discuss and approve an equitable percentage or proportional matching system for airports in the current Federal Fiscal Year in accordance with NRS 494.048 and Senate Bill (SB) 514 - 2015 Sec. 50.

7. **(For Possible Action) Vote to approve state matching funds initial project awards for airports having recent FAA AIP grants awarded through the Federal Fiscal Year 2015 cycle and in accordance with the attached list.** (Federal Fiscal Year ends September 30th, 2015) The NATAC will discuss and vote on a NDOT recommendation for approval of a Matching Grant Plan for 2015 for funding from the Fund for Aviation. Grants eligible for funding have been awarded during Federal Fiscal Year 2015 in accordance with the Nevada legislature's allotment of funds to the Fund for Aviation through NRS 494.048 and Senate Bill (SB) 514 - 2015 Sec. 50. A proposed list is attached to the agenda.

8. **(For Possible Action) Review, discuss, and vote to support recommendations for future research, planning, studies, grants, or other programs undertaken by NDOT Aviation Section.** The NATAC will vote to determine special focus issues it will support and recommend to the Department's Aviation Section that it pursue such as the following: 1) A proposed program to establish an airport operations counter program; 2) Support NDOT's pursuit of an FAA AIP grant to update the State's Aviation System Plan; 3) Support NDOT's participation in The Transportation Research Board (TRB) Airport Cooperative Research Program (ACRP) initiative to develop a research project for studying the development of Educational programs and degree programs in Aviation to increase the number aviation careers and pilots available (NATAC and NDOT Aviation Section may discuss the possible levels of support, participation, or development of new Nevada Aviation Educational programs); and 4) Support for NDOT's continued statewide airport pavement condition studies.

9. **Public Comment.** The NATAC is prohibited by law, NRS 241.020, from taking immediate action on or discussing issues raised by the public that are not listed on this agenda. Members of the public are allowed a maximum of three minutes to discuss an issue. At this time any citizen in the audience may address the NATAC on any matter within the jurisdiction of the NATAC. No action or deliberation can be taken on a matter not listed on the posted agenda; however, the NATAC can direct that the matter be placed on a future agenda. Each citizen must be recognized by the Chairman before speaking. The citizen is then to approach the microphone to state his or her name, and spell the last name for the record. The Chairman may limit remarks to less than three minutes duration if such remarks are disruptive to the meeting or not within the NATAC's jurisdiction. The Nevada Department of Transportation keeps the official record of all proceedings of the meeting. In order to maintain a complete and accurate record, copies of any document used during presentations must be submitted to the Recording Secretary. The NATAC appreciates the time citizens devote to be involved in this important process.

10. **No Action:** Discussion of activity in UAV/UAS, upcoming events, and airport-specific news and issues.

11. **Discuss items to be placed on NATACs' next meeting agenda. (For Possible Action).**

12. **The next NATAC meeting is scheduled for May 11th, 2016 at 1:00 p.m. (For Possible Action)**

13. Adjournment of meeting.

Note: We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Kurt Haukohl at (775) 888-7353 as soon as possible and at least three business days in advance of the meeting.

BOLD type signifies the title of each agenda item. Discussion information is provided for additional clarification and/or background on each agenda item. "For Possible Action" identifies those items for which action may be taken by the NATAC.

Posting: This notice has been posted on/or before 9:00 a.m. on the third working day before the meeting at the following locations:

Carson City Library
RTC of Southern Nevada
TRPA
NDOT District III

Elko County Courthouse
Washoe County Library
NDOT District I
NDOT Headquarters

Clark County Library
Washoe County RTC
NDOT District II

www.nevadadot.com

RECOMMENDED STATE FAA AIP MATCHING GRANT PLAN FOR 2015

Location	LOC ID	Airport Name	FAA Grant Number	Project Description	FAA Grant 93.75%	Local Match 6.25%	Proposed State Match
Jackpot, NV	06U	Jackpot/Hayden Field	3-32-0024-012-2015	Install Runway Lighting	\$ 505,000	\$ 33,667	\$ 9,846
Jackpot, NV	06U	Jackpot/Hayden Field	3-32-0024-012-2015	Install Miscellaneous NAVAIDS (PAPI)	\$ 88,000	\$ 5,867	\$ 1,716
Jackpot, NV	06U	Jackpot/Hayden Field	3-32-0024-012-2015	Install Runway Vertical/Visual Guidance System	\$ 82,000	\$ 5,467	\$ 1,599
Owyhee, NV	10U	Owyhee	3-32-0028-009-2015	Acquire Snow Removal Equipment	\$ 231,226	\$ 15,415	\$ 4,508
Owyhee, NV	10U	Owyhee	3-32-0028-009-2015	Construct Snow Removal Equipment Building	\$ 300,000	\$ 20,000	\$ 5,849
Panaca, NV	11L	Lincoln County	3-32-0016-010-2015	Construct Fuel Farm	\$ 46,875	\$ 3,125	\$ 914
Panaca, NV	11L	Lincoln County	3-32-0016-010-2015	Install Perimeter Fencing	\$ 93,379	\$ 6,225	\$ 1,821
Mesquite, NV	67L	Mesquite	3-32-0031-014-2015	Update Airport Master Plan Study	\$ 286,226	\$ 19,082	\$ 5,581
Beatty, NV	BTY	Beatty	3-32-0002-015-2015	Install Miscellaneous NAVAIDS (Beacon)	\$ 93,750	\$ 6,250	\$ 1,828
Boulder City, NV	BVU	Boulder City Municipal	3-32-0003-022-2015	Improve Airport Drainage	\$ 971,172	\$ 64,745	\$ 18,935
Boulder City, NV	BVU	Boulder City Municipal	3-32-0003-022-2015	Rehabilitate Runway	\$ 415,441	\$ 27,696	\$ 8,100
Boulder City, NV	BVU	Boulder City Municipal	3-32-0003-023-2015	Update Airport Master Plan Study	\$ 478,125	\$ 31,875	\$ 9,322
Carson City, NV	CXP	Carson	3-32-0004-029-2015	Rehabilitate Apron	\$ 150,000	\$ 10,000	\$ 2,925
Fallon, NV	FLX	Fallon Municipal	3-32-0008-017-2015	Rehabilitate Runway	\$ 167,458	\$ 11,164	\$ 3,265
Alamo, NV	L92	Alamo Landing Field	3-32-0034-008-2015	Acquire Snow Removal Equipment	\$ 90,023	\$ 6,002	\$ 1,755
Lovelock, NV	LOL	Derby Field	3-32-0011-014-2015	Rehabilitate Apron	\$ 66,091	\$ 4,406	\$ 1,289
Lovelock, NV	LOL	Derby Field	3-32-0011-014-2015	Rehabilitate Taxiway	\$ 50,000	\$ 3,333	\$ 975
Lovelock, NV	LOL	Derby Field	3-32-0011-014-2015	Install Runway Vertical/Visual Guidance System (PAPI)	\$ 80,000	\$ 5,333	\$ 1,560
Lovelock, NV	LOL	Derby Field	3-32-0011-014-2015	Rehabilitate Runway	\$ 220,000	\$ 14,667	\$ 4,289
Minden, NV	MEV	Minden-Tahoe	3-32-0013-027-2015	Rehabilitate Apron	\$ 309,375	\$ 20,625	\$ 6,032
Minden, NV	MEV	Minden-Tahoe	3-32-0013-027-2015	Rehabilitate Taxiway	\$ 1,071,100	\$ 71,407	\$ 20,883
Minden, NV	MEV	Minden-Tahoe	3-32-0013-028-2015	Update Airport Master Plan Study	\$ 520,132	\$ 34,675	\$ 10,141
Silver Springs, NV	SPZ	Silver Springs	3-32-0023-016-2015	Rehabilitate Runway	\$ 64,532	\$ 4,302	\$ 1,258
Silver Springs, NV	SPZ	Silver Springs	3-32-0023-016-2015	Rehabilitate Apron	\$ 50,000	\$ 3,333	\$ 975
Silver Springs, NV	SPZ	Silver Springs	3-32-0023-016-2015	Rehabilitate Taxiway	\$ 50,000	\$ 3,333	\$ 975
Winnemucca, NV	WMC	Winnemucca Municipal	3-32-0021-022-2015	Construct Taxiway	\$ 75,000	\$ 5,000	\$ 1,462
Totals					\$ 6,554,905	\$ 436,994	\$ 127,800

License Plate	\$ 27,800
Legislative	\$100,000
Total - Funds	\$127,800

Proportional Match Available for 2015 29.25%

By-Laws
Nevada Department of Transportation

NEVADA AVIATION TECHNICAL ADVISORY COMMITTEE
(NATAC)

STATEMENT OF PURPOSE, OBJECTIVES AND PROCEDURES

I. STATEMENT OF PURPOSE

The Nevada Aviation Technical Advisory Committee (NATAC) was formed as the forum for discussing planning and programming issues related to the Continuous Statewide Nevada Aviation Systems Plan Update (NASP), providing recommendations for the administration of the Nevada Aviation Trust Fund, and to fulfill the public participation process as defined under Nevada's open meeting law as defined under Nevada Revised Statutes (NRS) Chapter 241 and the Federal Aviation Administration (FAA) requirements per Advisory Circular 150/5050-3A.

II. OBJECTIVES

- A. Provide review, comment, and make recommendations on the statewide aviation planning process for the statewide aviation transportation system required by state statute and the Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems.
- B. Provide review, comment, and recommendations on statewide transportation planning documents, including the Statewide Intermodal Transportation Plan, and the State Transportation Improvement Program related to Nevada's air transportation system.
- C. Provide review, comment, and recommendations on statewide aviation transportation planning and development issues raised by the State Transportation Board and the Nevada Department of Transportation.
- D. Provide review, comment, and recommendations on issues, policies, goals and objectives as defined in the Nevada Aviation Systems Plan.
- E. Provide review, comment, and recommendations on policies, guidelines, project selection and prioritization relating to the administration of the Nevada Aviation Trust Fund.

II. PROCEDURES

A. Membership:

- 1. Committee membership is made up of aviation industry, airport operators, pilots, Federal and State government and other aviation interest groups and experts, as appropriate. Agenda items requiring action or approval during semi-annual meetings of the NATAC will be voted on by the full Committee

and accepted after majority vote of the Committee is achieved.

2. Representatives from nine member agencies/entities in attendance constitute a quorum. Members may be added to the Committee by recommendation and acceptance of the Committee.
3. Committee membership may be comprised of representatives for:
 - ◆ Federal Aviation Administration (FAA)
 - ◆ Military
 - ◆ Bureau of Land Management (BLM)
 - ◆ Nevada Airports Association (NvAA)
 - ◆ Aircraft Owners' and Pilots Association (AOPA)
 - ◆ National Business Aircraft Association (NBAA)
 - ◆ Airline Transport Association (ATA)
 - ◆ Experimental Aircraft Association (EAA)
 - ◆ Nevada Development Districts
 - ◆ Recreational Aviation
4. Regular attendance is encouraged. Members will designate a representative and/or may designate an alternate to serve in the Member's absence. Member agencies/entities who are not represented at three (3) or more consecutive meetings will be requested to redesignate their representative to the Committee via letter.

B. Officers:

1. A Chairman and Vice-Chairman will be nominated from the membership of the Committee and be selected by majority vote of the Committee.
2. Terms of office for the Chairman and Vice-Chairman will be two year. The Chairman will be replaced by the Vice-Chairman, with a new Vice-Chairman being selected at the meeting designated by the Committee.
3. If the Chair or Vice Chair is unavailable or unable to facilitate a meeting the most recent Chair will conduct the meeting.
4. If the Chair or Vice Chair is not able to complete at lease half their term, for any reason, the committee will hold a special election to nominate and elect an officer to fill the vacancy.

C. Meetings:

1. Meetings of the NATAC will normally be scheduled to meet from 9:00 A.M. till noon on the third Monday of September and the third Monday of March every year, or on a date and time approved by the NATAC. In addition, the Committee may choose to meet on an as-needed basis or to change the meeting, time, date or location.
2. Meetings of the NATAC are subject to the requirements of the Nevada Open

Meeting Law (NRS Chapter 241) and any pertinent FAA notice or public participation requirements.

3. Draft agendas for meetings of the NATAC will be approved by the Chairman and will be mailed or otherwise distributed to the Committee members a minimum of one week prior to the scheduled Committee meeting date.
4. Members are encouraged to submit items for inclusion on the agenda. Items must be submitted to the NDOT Aviation Planning at least two weeks prior to the scheduled meeting date. In addition, members can recommend agenda items during discussions on future agenda items at each NATAC meeting
5. Each agency-member of the Committee is entitled to one vote.
6. Voting may be exercised by voice, show of hands, roll call, as designated by the Chairman.
7. Votes taken on items requiring action by the Committee will only be taken if a quorum is present. A simple majority vote of those present is required to decide an issue. If a quorum is not present, no action may be taken.
8. The Committee will only take action on those items on the agenda that are designated as action items.
9. Committee meetings will be conducted according to Newly Revised Robert's Rules of order, except as follows:

"A." The Chairman may make motions and can vote.

"D." Subcommittees

At the discretion of the Chairman for the NATAC, and upon approval of the Committee, subcommittees may be formed as necessary.

11. Members will serve without compensation by FAA/NDOT.

C. Minutes:

1. Meetings will be recorded and minutes will be prepared for approval by the Committee.
2. The minutes will be in conformance with NRS 241.035
3. The minutes or audiotape recordings of the meeting will be made available for inspection by the public within 30 days of the meeting.

D. Amendments

1. These Bylaws may be amended by recommendations of the NATAC by a majority vote of its members present and with the approval of the Director of the Nevada Department of Transportation.

Recommended for approval on this 21st day of September 2011, by a majority vote of the members of the Nevada Aviation Technical Advisory Committee.


Wendy Rudder, Chairman

9/21/11
Date

APPROVED by the Director of the Nevada Department of Transportation.


Susan Martinovich, Director

10/31/11
Date

2015



**NEVADA FUND FOR AVIATION GRANT PROGRAM
POLICY AND PROCEDURES MANUAL**

2015
NEVADA FUND FOR AVIATION GRANT PROGRAM
Policy and Procedures Manual

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Introduction

The Nevada Fund for Aviation (commonly known as the Aviation Trust Fund) was unanimously passed by the 71st session of the Nevada State Legislature and then signed into law on October 1, 2001 by Governor Kenny Guinn. It amended Chapter 494 of the Nevada Revised Statutes (NRS) creating a fund to be used for the improvement of the airport system within Nevada. The Fund for Aviation was reestablished by the 2015 legislature through SB 514 at \$100,000 per year. The procedures contained herein are in accordance with NRS 494.048. Any differences between policies, procedures, and the contents of this manual will be resolved by the Director of the Nevada Department of Transportation (NDOT). The NDOT will determine the extent that this manual is applies to each project.

Sponsor Eligibility

Principal provisions and eligibility requirements to receive funds under the Nevada Fund for Aviation Grant Program are as follows:

“Expend money in the Fund to award grants to a county, city or other local government in this State for obtaining matching money for federal programs and any other programs relating to airports or for the planning, establishment, development, construction, enlargement, improvement or maintenance of any airport, landing area or air navigation facility owned or controlled by the county, city or other local government”

(Ref. NRS 494.048, 3(a))-“The provisions of this section do not apply to an airport, landing area or air navigation facility that is owned or controlled by the Reno-Tahoe Airport Authority or a county whose population is 700,000 or more.” (Ref. NRS 494.048, 6.)

Fund for Aviation Grants

The Federal Aviation Administrations’ (FAA) Airport Improvement Program (AIP) Matching Grant for airports that fall within the National Plan of Integrated Airport Systems (NPIAS) presently reimburses the sponsor up to the 6.25% local match for any Airport Improvement Program (AIP) grant from the FAA. Under the Nevada Fund for Aviation Grant Program some or all the 6.25% local match not covered by FAA AIP may be reimbursed from the Nevada Fund for Aviation, not to exceed \$50,000.

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The Fund for Aviation is intended to assist rural General Aviation Airports and will not be available to Commercial Service Aviation Airports.

To apply for a Nevada Fund for Aviation matching grant, the sponsor shall submit a completed and signed Nevada Fund for Aviation Grant Application or letter to the Department with the following documentation included:

1. Letter of Request or Application. A letter or Grant Application Form from an authorized representative of the sponsor requesting money from the Nevada Fund for Aviation Grant Program. Included within the letter or form will be a brief description of the project being funded, and a summary of each portion of the total project amounts, i.e., the amount of money received from the FAA, amount of money or in-kind services provided by the sponsor, and the amount being requested from the Nevada Fund for Aviation.
2. Local government approval. Either a resolution or approved minutes from the governing board of the sponsor documenting its authorization for filing the application for funding; acceptance of the allocation of funds for the project; an executed grant agreement; and designation of the individual or entity authorized to sign any documents required to apply for and accept these funds on the sponsor's behalf.
3. FAA AIP Grant Agreement. Sponsor shall submit a copy of the FAA AIP Grant Agreement that has been signed by designated representatives of the sponsor and the FAA.
4. Environmental Compliance. Confirmation or Verification that sponsor is in compliance with the National Environmental Policy Act (NEPA).
5. Airport Layout Plan with Project Information. The most recent adopted and FAA approved Airport Layout Plan (ALP) with a depiction of the proposed project and its location highlighted. Either an electronic version or a legible hardcopy of the ALP is acceptable. This requirement does not apply to a grant to prepare or update a new ALP.
6. Additional Information. Sponsor shall provide additional documentation if the Department determines that further information is required to sufficiently evaluate the project for funding.

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Grant applications will be accepted at any time up to the end of the Federal Fiscal year ending September 30th, 2015. Applications for all 2015 FAA AIP matching grant funds from the Fund or Aviation will be accepted up until February 15th, 2016. The State of Nevada Fiscal Year began July 1st, 2015 and represents the first Fiscal Year 2015-2016 establishing the Fund for Aviation. Grant applications submitted after September 30th may be considered in subsequent years when and funds become available. The balance of the Aviation Trust Fund account will be combined with and rolled together into the Nevada Fund for Aviation in this first year and subsequent years. (See SB 514, all Nevada Airport's combined grants total no more than \$100,000 in Fiscal Year 2015-2016 and \$100,000 in Fiscal Year 2016-2017). Upon award of the grant by NDOT, the applicant will be notified and initiate the development of an agreement under which the grant will be paid.

Each grantee receiving grant funds must have the capability of maintaining the improvements acquired with local resources and this ability should be assured in a realistic maintenance plan. Each grantee that applies for and accepts a grant shall be required to make a commitment to keep the airport facility accessible to and open to the public during the entire life of the grant-funded improvements. If the sponsor fails to keep the facility accessible and open to the public, the sponsor must reimburse the Fund for Aviation for any unexpired useful life of the improvements on a pro-rata basis. Useful life of all projects shall be based on commonly accepted FAA standards and grant assurances.

Project Prioritization

The primary purpose of the Nevada Fund for Aviation Grant Program is to improve the safety and utility of the state's aviation system. FAA AIP approved projects will receive the highest priority for state matching funds. Some airport projects may not be eligible for or under current consideration for FAA AIP grants however may be considered valuable or a priority to the airport. Since the biggest component of safety at airports is the integrity of the runway surface and runway safety areas, the correction of deficient or non-standard safety conditions will receive the highest priority in awarding grant funds.

Non-FAA AIP or State grant projects must meet the FAA minimum design safety requirements. Special emphasis will be put on the purpose, costs, economic benefits, and the effect the project has on the environment, safety, security, infrastructure, and capacity of the airport. All airport projects should be complimentary to the Nevada State Airport System Plan. A proportional weighting of Nevada State projects to determine matching amounts may be based on grant size or a simple percentage award weighing of all State projects based on funds available at the determination of the NDOT Director and Nevada Aviation Technical Advisory Committee (NATAC).

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In the future NATAC may consider adoption of an automated matrix point award system to rank Non-FAA AIP grants and likewise award varied matching funds base on the projects value to the aviation system.

Mandatory Project Standards

A sponsor is required to comply with all current appropriate technical guidelines incorporated into identified FAA Advisory Circulars for the project being funded. Any project that does not comply with these guidelines must have approval for the deviation in writing from the FAA. The list of advisory circulars is published and electronically available at www.FAA.gov. The FAA established Minimum Design Safety Standards in effect on the date of allocation of funds to a project apply to that project. Standards that become effective after the date of allocation may be applied to the project by mutual agreement between the department and the sponsor.

Project Monitoring

Project monitoring site visits may be made by a representative of NDOT for the purpose of assisting the Grantee in meeting the objectives of the grant, complying with administrative requirements of NDOT and resolution of any safety or FAA compliance concerns related to the project.

Copies of all progress and final reports submitted to FAA must also be provided to NDOT. Certification of acceptance of the completed project by the grantee must accompany the request for reimbursement at the close of the project.

Grant Termination

Any party to an agreement for the use of Fund for Aviation (Aviation Trust Fund) monies has the option to terminate the grant award with written notification made at least thirty-days prior to the grant termination. The grantee agrees, if it fails or refuses to comply with the provisions of the grant as set forth in the contract issued by NDOT at the onset of the project, that NDOT may take the following action:

- ➔ Cancel, terminate or suspend in whole or in part the agreement, contract or other arrangement with respect to which failure or refusal occurred; and refrain from extending any further State financial assistance to the grant under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the grantee.
- ➔ A Grant Amendment must be completed when there is a substantial change in the scope of the project.

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- ➔ Should the amendment of a contract result in significant changes in the scope and/or intent of the project from a high-priority to one of lesser priority, the Director shall have the right to consult with NDOT, NATAC, and/or the FAA and amend the allocation of funding and distribution of state funds for the grant.

Financial Requirements

The NDOT Intermodal Planning Division is responsible for the timely payment of properly documented invoices.

The method of payment of grant funds to the grantee for work completed to date may occur upon presentation of an invoice to NDOT supporting actual costs incurred during the project billing time frame. NDOT matching for reimbursable costs on a project, must meet the following criteria:

- ➔ Must be an eligible federal expense
- ➔ Must be reasonable and necessary
- ➔ Must be supported by back up documentation
- ➔ Must be within the timeframe of the agreement

All claims for matching / reimbursement shall be made on a timely basis.

Accounting Records

All grantee agencies must have the ability to identify and record expenses charged to the project. Project expenditures must be kept separate from other indirect or unrelated expenditures and be recorded directly to a special project account.

Source documents shall be on file to cover all direct and indirect costs charged to the project. Costs billed to the project should appear on the project sponsor's accounting records prior to submitting a claim for matching / reimbursement to NDOT. In the event labor is charged to the project, this includes payroll records with individual time sheets.

Documents that are used to support a claim for matching / reimbursement are to be retained for a period of three (3) years following the payment of the final claim.

All invoices that need to be submitted for costs incurred on a project should be prepared directly from the records of the project accounting system. The Project Director or Sponsor should sign the claim summary or invoice unless this authority has been delegated to another official.

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All matching / reimbursements must be consistent with the agreement between NDOT and the airport grantee or Sponsor and may not exceed the federal share of the total funding.

NDOT or its authorized representative shall have the option to inspect, examine and audit the project records, books and accounts, including the right to hire an auditor of the state's choosing and at the state's expense. The audit may be performed at any time during the project life or up to three (3) years after the date of its completion. Coordination and timing for the audits will be conducted by the grantee.

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Appendix A – Glossary

Airport Improvement Program (AIP): The Airport Improvement Program (AIP) provides grants to public agencies and, in some cases, to private owners and entities for the planning and development of public-use airports that are included in the **National Plan of Integrated Airport Systems (NPIAS)**. For large and medium primary hub airports, the grant frequently covers 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, the grant can covers up to 95 percent of eligible costs.

AIP grants for planning, development, or noise compatibility projects are at or associated with individual **public-use** airports (including heliports and seaplane bases). A **public-use** airport is an airport open to the public that also meets the following criteria; publicly owned, or privately owned but designated by FAA as a **Reliever**, or privately owned but having scheduled service and at least 2,500 annual enplanements.

Further, to be eligible for a grant, an airport must be included in the NPIAS. The NPIAS, which is prepared and published every 2 years, identifies public-use airports that are important to public transportation and contribute to the needs of civil aviation, national defense, and the Postal service. The NPIAS further defines airport categories as follows:

Recipients of grants are referred to as "**sponsors**." The description of eligible grant activities are described in the authorizing legislation and relates to capital items serving to develop and improve the airport in areas of safety, capacity, and noise compatibility. In addition to these basic principles, a sponsor must be legally, financially, and otherwise able to carry out the assurances and obligations contained in the project application and grant agreement.

FAA AIP Eligible projects include those improvements related to enhancing airport safety, capacity, security, and environmental concerns. In general, sponsors can use AIP funds on most airfield capital improvements or repairs and in some specific situations, for terminals, hangars, and non-aviation development. Any professional services that are necessary for eligible projects — such as planning, surveying, and design — are eligible. Aviation demand at the airport must justify the projects, which must also meet Federal environmental and procurement requirements.

Projects related to airport operations and revenue-generating improvements are typically not eligible for FAA AIP funding. Operational costs such as salaries, equipment, and supplies are generally also not eligible for AIP grants.

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Airport Layout Plan (ALP): An ALP is a scaled drawing depicting existing and future facilities and property necessary for the operation & development of the airport. It is a key “communication” and “agreement” document between the Airport Sponsor and the FAA. Components of an ALP include Airport Layout Drawing, Narrative Report, Airport Airspace Drawing, Inner Portion of the Airspace Drawing, Terminal Area Drawing, Land use Drawing, and Exhibit “A” Airport Property Map. In general practice, ALPs should be updated at least every 2-5 years, depending on the type/size of airport.

Fund for Aviation: The Nevada Fund for Aviation is an Aviation Trust Fund in the State Treasury administered by the Director of the Nevada Department of Transportation. The Nevada Fund for Aviation also represents the funds previously held by the Aviation Trust Fund.

Federal Aviation Administration (FAA): US Federal Agency a part of the US Department of Transportation.

National Environmental Policy Act (NEPA): In 1969, NEPA, or the National Environmental Policy Act, was one of the first laws ever written that establishes a broad national framework for protecting our environment. NEPA's basic policy is to assure that all branches of government give proper consideration to the environment prior to undertaking any major federal action that could significantly affect the environment.

NEPA requirements go into effect when airports, buildings, military complexes, highways, parkland purchases and other federal activities with the potential for impacts are proposed. **Environmental Assessments (EA's)** and **Environmental Impact Statements (EIS's)**, which are assessments of the likelihood of impacts from alternative courses of action, are required from all federal agencies and are the most visible NEPA requirements.

NEPA establishes the requirement that all federal agencies' funding or permitting decisions be made with full consideration of the impact to the natural and human environment. And it requires agencies disclose these impacts to interested parties and the general public. The central element in the environmental review process is a rigorous evaluation of alternatives including the "no action" alternative.

Nevada Department of Transportation (NDOT): is a government agency in the U.S. state of Nevada. NDOT is responsible for maintaining and improving Nevada's highway system, which includes U.S. highways and Interstate highways within the state's boundaries. NDOT also prepares and administers the **State Airport Systems Plan**. This plan identifies the aeronautical role of existing and recommended airports. It provides a comprehensive planning framework, consistent with state goals and objectives for economic development, transportation, land use, and the environment.

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Sponsor: The airport sponsor is the entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required of sponsors, which are contained in the AIP grant agreement and property conveyances.

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Appendix B – NRS 494.048

NRS 494.048 Fund for Aviation: Creation; administration by Director of Department of Transportation; investment of money; expenditure of money as grants; regulations; use and separate accounting of money; exception.

1. The Fund for Aviation is hereby created as a trust fund in the State Treasury. The Director:

(a) Shall administer the Fund; and

(b) May apply for and accept any gift, bequest, grant, appropriation or donation from any source for deposit in the Fund.

2. Any money received by the Director pursuant to the provisions of subsection 1 must be deposited in the Fund. The money in the Fund may be invested as the money in other state funds is invested. After deducting any applicable charges, all interest and income earned on the money in the Fund must be credited to the Fund. The money in the Fund may be expended only in accordance with the terms and conditions of any gift, bequest, grant, appropriation or donation to the Fund or in the manner provided in subsection 3. Not more than 1 percent of the money in the Fund may be used to pay the costs of administering the Fund.

3. Except as otherwise provided in this section, the Director may:

(a) Expend money in the Fund to award grants to a county, city or other local government in this State for obtaining matching money for federal programs and any other programs relating to airports or for the planning, establishment, development, construction, enlargement, improvement or maintenance of any airport, landing area or air navigation facility owned or controlled by the county, city or other local government; and

(b) Adopt regulations to carry out the provisions of paragraph (a).

4. The Director shall:

(a) In adopting regulations pursuant to subsection 3, determine the order of priority for the expenditures from the Fund by considering, without limitation, the following factors:

(1) The purpose of the project;

(2) The costs and benefits of the project; and

(3) The effect of the project on the environment, safety, security, infrastructure and capacity of the airport; and

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(b) Before awarding a grant or adopting a regulation pursuant to subsection 3, consult with the Nevada Aviation Technical Advisory Committee and any person who represents an airport in this State used by the general public.

5. Any money received by a county, city or other local government pursuant to the provisions of this section must be accounted for separately by the county, city or other local government and may be used only for the purpose for which the money was received by the county, city or other local government.

6. The provisions of this section do not apply to an airport, landing area or air navigation facility that is owned or controlled by the Reno-Tahoe Airport Authority or a county whose population is 700,000 or more.

7. As used in this section, "Director" means the Director of the Department of Transportation.

(Added to NRS by 2001, 1238; A 2011, 1291)

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Appendix C – Senate Bill (SB) 514 - 2015 Session Excerpts:

Sec. 50.

1. There is hereby appropriated from the State General Fund to the Fund for Aviation, created by NRS 494.048, the sums of \$100,000 in Fiscal Year 2015-2016 and \$100,000 in Fiscal Year 2016-2017 for enlargement, improvement or maintenance of rural airports, landing areas or air navigation facilities in Nevada.

2. The money appropriated by subsection 1 must be used by rural airports to match money that is available from the Federal Aviation Administration.

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Appendix D – Information about the NPIAS:

National Plan of Integrated Airport Systems (NPIAS): is an inventory of U.S. aviation infrastructure assets. It is developed and maintained by the FAA. It identifies existing and proposed airports that are significant to national air transportation in the U.S., and thus eligible to receive federal grants under the Airport Improvement Program (AIP). It also includes estimates of the amount of AIP money needed to fund infrastructure development projects that will bring these airports up to current design standards and add capacity to congested airports. The FAA is required to provide Congress with a 5-year estimate of AIP-eligible development every 2 years.

Current NPIAS Definition of Airport Categories

Commercial Service Airports are publicly owned airports that have at least 2,500 passenger boardings each calendar year and receive scheduled passenger service. Passenger boardings refer to revenue passenger boardings on an aircraft in service in air commerce whether or not in scheduled service. The definition also includes passengers who continue on an aircraft in international flight that stops at an airport in any of the 50 States for a non-traffic purpose, such as refueling or aircraft maintenance rather than passenger activity. Passenger boardings at airports that receive scheduled passenger service are also referred to as Enplanements.

Nonprimary Commercial Service Airports are Commercial Service Airports that have at least 2,500 and no more than 10,000 passenger boardings each year.

Primary Airports are Commercial Service Airports that have more than 10,000 passenger boardings each year. Hub categories for Primary Airports are defined as a percentage of total passenger boardings within the United States in the most current calendar year ending before the start of the current fiscal year. For example, calendar year 2001 data are used for fiscal year 2003 since the fiscal year began 9 months after the end of that calendar year. The table below depicts the formulae used for the definition of airport categories based on statutory provisions cited within the table, including Hub Type described in 49 USC 47102.

Cargo Service Airports are airports that, in addition to any other air transportation services that may be available, are served by aircraft providing air transportation of only cargo with a total annual landed weight of more than 100 million pounds. "Landed weight" means the weight of aircraft transporting only cargo in intrastate, interstate, and foreign air transportation. An airport may be both a commercial service and a cargo service airport.

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Reliever Airports are airports designated by the FAA to relieve congestion at Commercial Service Airports and to provide improved general aviation access to the overall community. These may be publicly or privately-owned.

The remaining airports, while not specifically defined in Title 49 USC, are commonly described as **General Aviation Airports**. This airport type is the largest single group of airports in the U.S. system. The category also includes privately owned, public use airports that enplane 2500 or more passengers annually and receive scheduled airline service. The airport privatization pilot program authorized under Title 49 U.S.C., Section 47134, may affect individual general aviation airports. Under this program, some private rather than public ownership provisions are allowed.

New NPIAS General Aviation Airport Roles: “A Nation Asset”

This study aligns GA airports into four new categories national, regional, local, and basic based on their existing activity levels. The new categories better capture their diverse functions and the economic contributions GA airports make to their communities and the Nation. The airports roles to be shown in the next NPIAS will also include Unclassified and Closed. NDOT Aviation and NATAC will need to readdress these facilities levels of ownership, service level, and disposition or roles in the upcoming NPIAS.